

MEETING MINUTES OF THE ELSMERE CITY COUNCIL

January 12, 2016

6:30 PM

LOCATION: Elsmere City Building, 318 Garvey Avenue, Elsmere, KY 41018.

CALL TO ORDER: Mayor Lenhof called the meeting to order at 6:35 p.m.

INVOCATION AND PLEDGE: The invocation was given by Councilman Bill Bradford, followed by the Pledge of Allegiance.

ROLL CALL: The following members were present: Mayor Marty Lenhof, Councilwoman Joanne Barnett-Smith, Councilwoman Nancy Bowman, Councilman Bill Bradford, Councilwoman Gloria Grubbs, and Councilwoman Alexis Tanner

The following member was absent: Councilwoman Mary Lou Neal.

APPROVAL OF MINUTES:

Councilwoman Tanner made a motion to approve the minutes of the December 8, 2015, Regular Council Meeting. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.**

Councilman Grubbs made a motion to approve the minutes of the January 5, 2016 Caucus Meeting. Councilwoman Tanner seconded the motion. All members present voted aye. **Motion carried and so ordered.**

GENERAL ITEMS:

Special Recognition

Chief Thames presented Officer Dave Finan, Officer Steve Panko and Officer Michael Metzger letters of commendation for the efforts during the August 6, 2015 critical incident.

Audit Presentation

John Chamberlin from Van Gorder Walker & Co. presented the 2014-2015 Audit Report to Council.

ADMINISTRATIVE REPORTS:

Building Inspector Bill Stith reported there were five building and zoning permits issued in the month of December: 1 Remodel, 2 HVAC, 1 fence, and 1 cell tower. Amounts collected for building fees were \$310.00 and for zoning fees were \$150.00.

City Engineer Ray Erpenbeck submitted a written report for council.

City Finance Officer/Treasurer Jessica Lucius summarized her written report for council. She stated that the city has collected 98% of property taxes that were billed for the year.

City Clerk Misty Ezell had no report.

Code Enforcement Officer & Zoning Administrator Rich Aliff was not in attendance but submitted a written report to Council. Rob Himes with Planning Development Services of Kenton County also submitted a written report to Council.

Parks and Recreation Director Denise Donahue reported that the Christmas party was a success. The event had approximately 180 children that were pre-registered and the city gave out approximately 230 gifts. The next city event will be on January 17th at Jimmie's Rollerdom from 5:00 – 7:00 pm.

City Attorney Tom Miller was not in attendance. Attorney Greg Voss substituted for Mr. Miller and stated that he had been working with City Administrator Alex Mattingly on several legal issues.

Police Chief Tim Thames Chief Thames summarized the items in his written report to City Council. Chief Thames reported Officer John Overbey is scheduled to be released from field training on January 16, 2016. Detective Tony Embry has assumed the all to the duties of the detective's office as of January 1, 2016. On December 10, 2015, a complete audit was completed on the evidence/property room and Officer Margaret Ernst has assumed the assignment as the secondary evidence/property room custodian. On January 2, 2016, the Elsmere Police Department began 10 hour shifts for its officers and there have been no issues. On December 8, 2015, 52 students from Howell Elementary graduated from the D.A.R.E. program. Sgt. Todd Cummins coordinated the graduation ceremony. The annual Cops and Kids event (Shop with a Cop) was held on December 21, 2015, through donations the officers were able to provide 23 children from the Erlanger/Elsmere communities with a Christmas experience. On December 22nd, the American Legion donated numerous gifts to the police department. Officers Panko, Ernst Overbey, and Macha and Sgt. Todd Cummins identified Elsmere families in need and delivered the gifts as well as gift cards from the FOP. Chief Thames also received an email from Elsmere resident Lynn Lawrence commending Officers Panko and Seibert for their enforcement efforts in her neighborhood. The retirement party for Detective Dennis McCarthy will be held on January 16, 2016 at the FOP lodge in Erlanger.

Public Works Director Chris Zerhusen summarized items in his written report to Council. Mr. Zerhusen reported the holiday banners were taken down on January 5, 2016 and the city seal banners were put up. The city had 120 tons of salt delivered, and after recent snowfall more would need to be ordered. The paperwork for the litter abatement program was completed and will be sent in to the applicable state office. Approximately 316 bags of litter was picked up from Elsmere roadways during the past year. The annual audit of our storm water pollution prevention plan was completed and the proper documentation was sent to Sanitation District No. 1.

Councilwoman Tanner made a motion to approve the Administrative Reports. Councilwoman Bowman seconded the motion. All members present voted aye. **Motion carried and so ordered.**

COUNCIL LIAISON REPORTS:

Administrative Liaisons Gloria Grubbs and Nancy Bowman had no report

Adopt-A-Troop Liaison Joanne Barnett-Smith had no report

Economic Development Liaisons Bill Bradford and Alexis Tanner reported that letters were sent inviting residents to the Strategic Plan Vision and Design session to be held on January 28, 2016 at the Elsmere Senior Center at 7:00 pm.

Code Enforcement Liaison Mary Lou Neal was not in attendance.

Parks and Recreation Liaisons Mary Lou Neal and Joanne Barnett-Smith had no report.

Streets Liaisons Alexis Tanner and Gloria Grubbs had no report

Student Government Meeting Joanne Barnett-Smith stated that the February 9th council meeting will be held at the Elsmere Senior Center. The meeting will start at 5:30 with the students invited to have pizza, drinks and cake and the council meeting will follow. City Administrator Alex Mattingly stated that the D.A.R.E. essay winners will be honored that night as well.

City Administrator's Report - City Administrator Alex Mattingly stated each year the city applies for the Litter Abatement Grant and has been receiving funds to help with removal of litter in Elsmere. He noted that Public Works Director Chris Zerhusen and the city staff do a great job to ensure that the city gets the maximum allotment. Also, Mr. Mattingly stated that the Strategic Plan Public Meeting that will be held on January 28th at 7:00 at the Elsmere Senior Center and talked about its importance to the community. This is a key meeting as the city is soliciting input from the residents on how they see the future of Elsmere in the next 5 to 10 years. The meeting will be moderated by Kentucky League of Cities staff.

Mayor's Report - Mayor Marty Lenhof congratulated the Lights up Elsmere winners for 2015. On December 17th, he met with Florence Tandy with the Northern Kentucky Community Action Center (NKCAC) concerning the future of the Elsmere Senior Center. The city and the NKCAC are working on an arrangement for NKCAC to run the center and will hopefully finalize the plans in February. In the meantime the center is up and running as usual. A request for proposal (RFP) for a new City Attorney was sent out in November, and the city has received a larger than expected response. Also, Mayor Lenhof also reminded residents of the upcoming Strategic Plan Public Meeting to be held on January 28, 2016 at 7:00 pm.

GENERAL ITEMS:

Approval of Commercial City Wide Loan – Stained Glass Overlay, 4025 Dixie Hwy.

Councilwoman Barnett-Smith made a motion for approval of the Commercial City Wide Loan application of Stained Glass Overlay (by Dan Burgess, Owner). Councilwoman Grubbs seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered.

Order/Resolution No. 1-2016 – Authorizing a Text Amendment for the NC Zone

City Clerk Misty Ezell read by title the Order/Resolution. Councilwoman Tanner made a motion to accept Order/Resolution 1-2016 as read. Councilwoman Bowman seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered.

Order/Resolution No. 2-2016 – Authorizing a Map Amendment to change Zoning at 1731 Garvey Avenue from R-1F to IP-3

City Clerk Misty Ezell read by title the Order/Resolution. Councilwoman Tanner made a motion to accept Order/Resolution 2-2016 as read. Councilwoman Barnett-Smith seconded the motion. All members present voted aye. Vote: 5-0. Motion carried and so ordered. Councilwoman Grubbs asked if by approving this resolution if they were making a change to the zoning and was told that by approving the resolution they give permission to request a zone change recommendation from the Kenton County Planning Commission, which is subsequently given to City Council for action.

Order/Resolution No. 3-2016 – Authorizing a Map Amendment to Change the Zoning Designation along Orchard Street from R-1GG to an NC Zone.

City Clerk Misty Ezell read by title the Order/Resolution. Councilwoman Bowman made a motion to accept Order/Resolution 3-2016 as read. Councilman Bradford seconded the motion. All members present voted aye. Vote 5-0. Motion carried and so ordered.

Order/Resolution No. 4-2016 – Appointing Loren Derrer to the Board of Adjustment

City Clerk Misty Ezell read by title the Order/Resolution. Councilwoman Grubbs made a motion to accept Order/Resolution 4-2016 as read. Councilwoman Tanner seconded the motion. All members present voted aye. Vote 5-0. Motion carried and so ordered

Ordinance 1711-2016 –Nuisance Ordinance Amendment

Attorney Greg Voss performed a summary reading for the First Reading of Ordinance 1711-2016.

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 94, “NUISANCES,” OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES TO AMEND REGULATIONS APPLICABLE TO NUISANCE ANIMALS AND TO MAKE OTHER CLARIFYING CHANGES.

Ordinance 1712-2016 –Insurance Premium Tax Adjustment

Attorney Greg Voss performed a summary reading for the First Reading of Ordinance 1712-2016.

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 114, “INSURANCE PREMIUM TAX,” OF THE CITY OF ELSMERE, KENTUCKY CODE OF ORDINANCES TO ADJUST INSURANCE PREMIUM TAX RATE.

Ordinance 1713-2016 – Amended Comprehensive Pay Plan

Attorney Greg Voss performed a summary reading for the First Reading of Ordinance 1713-2016.

AN ORDINANCE ADOPTING AND ENACTING AN AMENDED COMPREHENSIVE PAY PLAN FOR THE NON-ELECTED CITY OFFICERS AND EMPLOYEES OF THE CITY OF ELSMERE, IN ACCORDANCE WITH KRS 83A.070(2).

REPORTS FROM COUNCIL:

Councilwoman Grubbs thanked the Elsmere Police Department for all of their hard work in the community.

Councilwoman Neal was not in attendance.

Councilwoman Barnett-Smith thanked the citizens for their participation in the Lights up Elsmere contest. Also, she reminded everyone about the upcoming Student Government Meeting in February.

Councilwoman Bowman had no report.

Councilwoman Tanner had no report.

Councilman Bradford commended the Elsmere Police for their efforts.

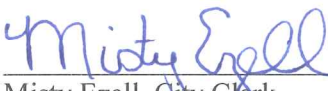
ADJOURNMENT

Councilwoman Tanner made a motion to adjourn. Councilwoman Grubbs seconded the motion. All members present voted aye. **Motion carried and so ordered.** Meeting adjourned at 7:50 p.m.



Mayor Marty Lenhof

Attest:



Misty Ezell, City Clerk